



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

April 29, 2021

The Board of Directors conducted this meeting in accordance with California Governor Newsom's Executive Order N-29-20. All Board members and staff participated via teleconference.

DRAFT MINUTES

ROLL CALL

Director Kishimoto called the meeting to order at 1:00 p.m.

Members Present: Jed Cyr, Larry Hassett, and Yoriko Kishimoto

Members Absent: None

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Chief Financial Officer Stefan Jaskulak, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, Controller Mike Foster, District Clerk/Assistant to the General Manager Jennifer Woodworth, Controller Mike Foster, Budget & Analysis Manager Rafaela Duran, Natural Resources Manager Kirk Lenington, Visitor Services Manager Matt Anderson, Planning Manager Jane Mark, Land & Facilities Manager Brandon Stewart, Engineering & Construction Manager Jay Lin, Information Systems & Technology Manager Casey Hiatt, Public Affairs Manager Kori Skinner, Real Property Manager Mike Williams, Budget Analyst I Lupe Hernandez, and Budget Analyst I Elissa Martinez

Director Hassett left the meeting at 1:01 p.m.

ADOPTION OF AGENDA

Motion: Director Cyr moved, and Director Kishimoto seconded the motion to adopt the agenda.

ROLL CALL VOTE: 2-0-0 (Director Hassett absent)

ORAL COMMUNICATIONS

District Clerk Jennifer Woodworth reported no public comments have been submitted.

COMMITTEE BUSINESS

1. Select a Committee Chair for Calendar Year 2021

Director Kishimoto nominated Director Cyr to serve as the Action Plan and Budget Committee Chair for Calendar Year 2021.

Director Cyr accepted the nomination.

ROLL CALL VOTE: 2-0-0 (Director Hassett absent)

Director Hassett rejoined the meeting at 1:02 p.m.

2. Approve the August 18, 2020 Action Plan & Budget Committee Minutes

Motion: Director Kishimoto moved, and Director Hassett seconded the motion to approve the Action Plan and Budget Committee minutes for August 18, 2020.

ROLL CALL VOTE: 3-0-0

3. Proposed Fiscal Year 2021-22 Budget and Action Plan Overview (R-21-57)

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of the FY2021-22 budget. Mr. Jaskulak compared the proposed FY2021-22 budget to the adopted FY2020-21 budget. Mr. Jaskulak described the budget by funding source, including Measure AA, grants, and general fund.

Mr. Jaskulak reviewed the proposed FY2021-22 budget by fund and the five-year trend for expenses by fund, including Measure AA expenses. Mr. Jaskulak reported on the proposed three new full-time equivalents (FTE) for FY2021-22 and reviewed the proposed budget for the District's departments.

Controller Mike Foster described the cash projections and funding revenues forecast for the upcoming budget year as compared to previous budget years.

Assistant General Manager Brian Malone reviewed areas of interest for the Capital Improvement and Action Plan, including projects supporting agriculture, diversity, and fire prevention, such as agricultural workforce housing, Toto Ranch well drilling and construction, Districtwide vegetation mapping, ADA barrier removal, and wildland fire resiliency program.

Director Kishimoto requested an update regarding the Cooley Landing Business Plan project.

General Manager Ana Ruiz reported the Cooley Landing Business Plan project is not included in the FY2021-22 Action Plan and Budget due to delays with the District's partners.

Assistant General Manager Susanna Chan presented the Land Acquisition and Preservation Program, including proposed acquisitions of the South Cowell, Johnston Ranch, and Cloverdale Ranch properties, Mount Umunhum and Upper Alpine Creek land conservation, and creation of a land conservation guidance document.

Mr. Malone presented the Natural Resource Protection and Restoration Program, including a drought response and resiliency plan, comprehensive routine maintenance and facilities improvements

program, restoration forestry program, wildlife studies for badger/burrowing owl habitat assessment and marbled murrelet recovery, groundwater well decommissioning, and continued climate action plan implementation.

The Committee continued the item to the following Action Plan and Budget Committee meeting on May 4, 2021.

ADJOURNMENT

Director Cyr adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 2:58 p.m.

Jennifer Woodworth, MMC
District Clerk